

FORM RD-103

(12/14)

City of Kansas City, Missouri - Revenue Division BUSINESS LICENSE APPLICATION Flat Rate



Phone: (816) 513-1120
E-file: kcmo.gov/quicktax

Legal Name: _____ Mailing Address: _____
DBA Name: _____
FEIN / SSN: _____ Business Address: _____
Account ID: _____

Period From: _____ Period To: _____

NAICS CODE: _____

1. Section A - Flat Fee Filer

a) Table Number Used (from instructions)	1a	
b) Select flat fee rate from table and place on Line 1B	1b	\$ DOLLARS CENTS

2. Section B - Filers Using "Units" Calculation

a) Table Number Used (from Instructions)	2a	
b) Number of Units for full year or Units from Table, if applicable	2b	
c) Select Rate From Table (Multiply Line 2b by Dollar Rate Per Unit)	2c	\$.
3. Fee Due (Enter Calculated Fee From Sections A - Line 1b or Sections B - Line 2c above)	3	\$.
4. Penalty: "Failure to file return timely" (5% per month of the outstanding tax due Maximum penalty 25%)	4	\$.
5. Penalty: "Failure to pay amount due" (5% of tax due)	5	\$.
6. Interest (3% per annum until tax is paid)	6	\$.
7. Total Annual Fee Due (Sum Lines 3,4,5 and Line 6)	7	\$.
8. Amount Paid	8	\$.
9. If business closed prior to January 1, ENTER DATE BUSINESS CLOSED	9	
10. "X" box if amended (Section A or Section B must be completed)	10	<input type="checkbox"/> MM / DD / YY

Notes:

Business License expires December 31 of each year. To avoid penalty file and pay before March 1st

DO NOT SEND CASH. Make check payable to: KCMO City Treasurer

Mail to: City of Kansas City, Missouri, Revenue Division, PO Box 804103 Kansas City, MO 64180-4103

I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer.
Under penalties of perjury, I declare this return to be true, correct, and complete accounting for the taxable year stated.

Yes ☐ No ☐

Print Name of Taxpayer _____ Signature _____ Title _____ Date _____ Phone _____

Preparer Name (if other than taxpayer) _____ Signature _____ Title _____ Date _____ Phone _____

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GENERAL INSTRUCTIONS FOR FILING BUSINESS LICENSE APPLICATION - FLAT RATE FORM RD-103

Business whose license fees are based on a flat rate are required to complete form RD-103 for the Current year to obtain a business license. To avoid delays in processing, use forms provided or forms approved by the Revenue Division of the City of Kansas City, MO.

1. If you need changes or corrections made to the forms sent to you, please contact the Business License Unit at (816) 513-1120.
 - Taxable period (calendar year only)
 - Business name and location
 - FEIN/SSN
 - Mailing Address
2. **All businesses located in Kansas City, Missouri must obtain a Zoning Clearance prior to the issuance of a business license. A change in address or relocation within Kansas City, Missouri city limits requires the issuance of a new zoning clearance prior to issuance of a business license. All required clearances must be attached to the Business License Application.** For information on zoning requirements, contact the BizCare/City Planning & Development Department, 1118 Oak Street, Kansas City, MO 64106, (816) 513-2492.
3. The following may delay issuance of your business license:
 - Failure to furnish required information
 - Calculation error
 - Failure to attach proper clearances
 - No tax due letter from STATE of MISSOURI (if applicable)
 - Incorrect payment amount (i.e., failure to include penalty)
 - Failure to pay other city taxes
 - Failure to use forms approved by the Revenue Division
4. **When and where to file:**

Form RD-103 is due prior to March 1 of each year for businesses operating the full year. New or first time Kansas City, Missouri Businesses must file the RD-103 within 60 days of the company start date. Additionally, a new/first time Kansas City Missouri Businesses must complete and submit a Registration Application form RD-100 with the RD-103. Tax returns may be filed on line at kcmo.gov/quicktax or in person with the Kansas City Business License Section, 1118 Oak St. Kansas City, MO 64106.

Mail completed return and check to City of Kansas City, Missouri, Revenue Division, PO Box 804103 Kansas City, MO 64180-4103.
5. The fee due is determined by the NAICS Code entered on form RD-103. Locate NAICS Code and table number from "Business Activity Listings" in instructions. Locate corresponding table number in code table. Use this information to complete either Section A or B of Form RD-103.

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Form RD-103 Instructions-Flat Rate

Section A: Use this section if you are a "Flat Fee Filer" Please do not use Section B.

Line 1a. Enter table number used from instructions.

Line 1b. Enter flat rate fee from fee table.

Section B: Use this section if you are a filer using a "Units Calculation." Please do not use Section A.

Line 2a. Enter table number used from instructions.

Line 2b. Enter number of units from table in accordance with table instructions.

Line 2c. Perform appropriate calculation in accordance with table instructions and enter flat rate.

Line 3. Enter annual fee due from Section A or Section B.

Line 4 - 6. If filed after March 1 of the current year, calculate penalty & interest and enter amount due on Line 7.

Line 8. Enter amount paid.

Line 10. Check if an amended return (Section A or Section B must be completed).